

KENTUCKY BOARD OF HOME INSPECTORS
MEETING MINUTES
December 10, 2013

A meeting of the Kentucky Board of Home Inspectors was held at the Office of Occupations and Professions in Frankfort, KY on December 10, 2013.

MEMBERS PRESENT

Mitch D. Buchanan, Chairman
James A. Chandler, Vice Chairman
Mark G. Oerther
J.R. Bone
Kevin Farris
Robert P. Johnson

OCCUPATIONS AND PROFESSIONS STAFF

Diana Jarboe, Board Administrator

OFFICE OF THE ATTORNEY GENERAL

Brian Judy, Office of the Attorney General

GUESTS

Steve Keeney
Bud Wenk

MEMBERS ABSENT

Ken Fister
Mark Schmidt

CALL TO ORDER

Mitch Buchanan, Board Chairman, called the meeting to order at 10:53 a.m.

MINUTES

A motion was made by Mr. Chandler to approve the meeting minutes from November 12, 2013. Mr. Oerther seconded that motion and it carried.

MONTHLY FINANCIAL REPORT

The financial statement for the month ending November 30, 2013 was reviewed by the Board.

BOARD CHAIRMAN'S REPORT

The Board counsel shall check with the Boyle Circuit Court Clerk's office to determine if Mr. Rumancik paid the sum of \$1,256.25 for costs and fees associated with the prosecution of his case to the court clerk. As no monies have been received by the board, and if determined that Rumancik has not paid the clerk, the Board counsel is instructed to move for contempt.

Mr. Judy presented drafted language to be posted on the Board's website in regards to the Board's lack of authority and inability to award or assess monetary matters involved in any home inspection performed by a licensed home inspector.

LICENSURE STATUS REPORT

The licensure report was reviewed. There are currently 342 licensed Home Inspectors.

OCCUPATIONS AND PROFESSIONS REPORT

Mrs. Jarboe reviewed the memorandum from Gordon Slone, the Executive Director of the Office of Occupations and Professions, including the announcement of the departure of Board Administrator, Karen Lockett, the continued progress of the database/on-line licensure renewal project, the availability of wireless internet at O&P, the budget process, the request of advance arrangements for evening Board meetings, and an invitation to openly discuss office/Board issues or concerns in detail and directly with the Executive Director.

OLD BUSINESS

Mr. Johnson presented a sample KBHI brochure for the Board to review. The Board members discussed and edited the contents of the brochure. Mr. Johnson will make the changes as discussed and email an updated version of the brochure to the Board members for review.

Mr. Buchanan asked the Board members if there was a need for a Board retreat in 2014. All Board members agreed that there is not a need for any Board retreat at this time.

The Board members agreed to review the newest draft of the proposed regulation changes and discuss any changes needed at the next Board meeting in January.

NEW BUSINESS

The Board received a request to add KRS 413.246 to the Board's handbook of laws and regulations, as this regulation is not currently found in the handbook. Mr. Johnson made a motion to add KRS 413.246 to the Board's laws and regulations handbook, Mr. Oerther seconded, and the motion carried. Ms. Jarboe will request this to be added to the existing handbook that is available on the Board's website.

EDUCATION COMMITTEE REPORT

The education committee was unable to meet and review any applications submitted.

APPLICATIONS COMMITTEE – Mr. Farris motioned to accept the recommendations of the applications committee, Mr. Oerther seconded the motion, and the motion carried:

- Renewal applications to be approved – James Hefling, David Lee, and Mark Portwood.
- Initial licensure applications to be approved – Michael Boggs, Blake Bruner, Avery Bussell, John Doyle, Stephen Gutermuth, Michael Meurer, Jack Mulkey, Douglas Netherton, Ryan Olson, Tyler Richmond, Thomas Scott Thompson, Adam Tilley, and R. Darrell Wallace.

The Applications Committee also recommended, Mr. Buchanan motioned, and Mr. Chandler seconded the following:

- Approval of licensure renewal for James Trosper, pending receipt of a corrected documentation of general liability insurance.
- Deferment of the initial licensure application for William Troutman, pending verification of sufficient field training from AHIT.
- Approval of the initial licensure application for Richard Huber, pending receipt and review of his Kentucky State Police Background check.

The Applications Committee reviewed and accepted the revised home inspection report submitted by Brian Baioni.

COMPLAINTS COMMITTEE

Mr. Bone motioned for the complaints committee to begin a closed session for review of complaint files at 9:15am. Mr. Farris seconded the motion and the motion carried. The committee had discussion and prepared their recommendations to the Board. Mr. Bone made a motion to end the closed session and the Complaint Committee meeting at 10:40am. Mr. Farris seconded the motion and the motion carried.

The complaint Committee reported/recommended the following:

- Romancik – ongoing
- 2013-05 – in litigation, ongoing
- 2013-07 –disciplinary action letter mailed to licensee, awaiting response and requested documentation.
- 2013-11 – additional correspondence received from complainant, filed.
- 2013-14 – Mr. Chandler motioned to accept the Complaint Committee’s recommendation of dismissal due to lack of evidence of regulatory violation by the licensee, Mr. Buchanan seconded the motion, and the motion carried.
- 2013-15 – deferred for further review.

Mr. Fister was unable to attend this meeting of the Board, therefore report on the non-licensed Home Inspector, Douglas S. Adams, who is advertising home inspection services on Craig’s List was deferred.

TRAVEL AND PER DIEM

Mr. Bone made a motion to approve the travel and per diem for members attending today’s meeting. The motion, seconded by Mr. Chandler, carried.

NEXT MEETING

The next meeting is scheduled for Tuesday, January 14, 2014, 10:00am at the Office of Occupations and Professions in Frankfort, KY.

ADJOURNMENT

Mr. Bone made a motion to adjourn at 12:30p.m. The motion, seconded by Mr. Chandler, carried.